



TOWN OF UPTON, MASSACHUSETTS

PER DIEM EMT-PARAMEDIC JOB DESCRIPTION

Position Purpose:

The purpose of this position is to protect life by providing advanced emergency medical care. Performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible duties; makes decisions which involve choices of action within limits defined by standard practices and instructions.

Supervision Received: Works under the general direction of the EMS Captain, EMS Lieutenant and Fire/EMS Chief/Officer in Charge, and in conformance with departmental regulations and professional standards. Employee refers all unusual cases to supervisor.

Supervision Given: None.

Job Environment:

Work is performed primarily in an office environment, in vehicles, and at the scene of emergency scenes under varying weather conditions and under conditions which may involve considerable personal danger with exposure to bio-medical hazards, temperature extremes and physical hazards. Employee is exposed to the hazards associated with rendering emergency medical assistance at scenes including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Employee can be expected to work long continuous periods of time. The noise level in the work environment is usually moderate in office setting and very loud at an emergency scene. Work schedule may be unpredictable.

Operates emergency medical aid equipment, radio, pager, and basic extrication equipment. Required to wear uniform and protective clothing/equipment.

In the office, operates computer and standard office equipment such as telephone, copier, and fax; when at an EMS emergency operates some or all of the following equipment: various hand tools, emergency medical aid equipment, a radio and basic extrication equipment. Makes contacts with the general public, local hospitals, other local fire departments and other public safety personnel.

Has access to highly sensitive and confidential information, such as personal data regarding department members and medical records of citizens and patients; application of appropriate judgment, discretion and adherence to confidentiality protocols is required.

Errors could endanger the lives of individuals, be costly in terms of decreased or less efficient protection to persons and property, considerable delay and confusion, possible personal injury/death, and result in serious financial and legal repercussions.

PER DIEM EMT-PARAMEDIC

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responds to EMS emergencies, responding to emergency calls throughout the town, state, and region working under hazardous conditions, performing hazardous duties when offering medical aid.

Conducts rescue operations utilizing department equipment and tools as necessary.

Provides advanced life support emergency medical services as a certified Massachusetts EMT-Paramedic. Determines nature and extent of injury or illness of victim.

Administers advanced medical aid and resuscitation. Performs emergency rescue and extrication work at accident scenes. Prepares victims to be transported by ambulance; drives ambulance and fire apparatus.

Communicates with local hospitals, transferring patient reports to the emergency services staff; follows up with emergency room doctors regarding treatment modality; participates in run reviews for training purposes.

Physically examines and takes history of victim; formulates a plan of treatment and performs therapeutic maneuvers in accordance with standing orders, and packages and transports the patient to the nearest appropriate facility.

Determines patient status and renders appropriate care on-site and in route. Observes patient in route and administers care based on standing orders as directed by physician or pre-hospital treatment protocols.

Assists in lifting, carrying and transporting victims to medical facilities. Reports verbally and in writing observations about the patient and care provided at the scene and in route.

Provides assistance to emergency staff as required in the transference of patient care.

Gathers and prepares EMS run forms for the purpose of billing, quality and control checks, general filling and proper documentation.

Replaces supplies; coordinates sterilization of used supplies; checks and maintains equipment; and decontaminate surfaces. Ensures that ambulances are equipped to handle all incidents with the best level of ability for the people served.

Conducts inventories of department equipment and emergency medical supplies.

PER DIEM EMT-PARAMEDIC

Maintains proper inventory of medications for both ALS and BLS support levels and insures all ambulance equipment is in proper operating order.

Participates in Quality Assurance and run reviews for training and reporting purposes.

Responds to and assists at hazardous materials emergencies such as gas leaks, carbon monoxide, etc.

Responds to and assists at the effects of environmental emergencies, i.e. earthquakes, hurricanes, floods, etc., including performing rescues and evacuations.

Assists in the inspection of emergency medical equipment, vehicles and tools.

Maintains and cleans buildings.

May train Firefighter/EMTs and EMTs as needed while on duty.

When reporting for duty, must have clothing in conformity with the rules and directives. Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma or equivalent, Associates Degree preferred, Emergency Medical Technician Paramedic required with three (3) years of experience as a 911 emergency paramedic with consistent patient contacts required.

Special Requirements:

CPR Certification

EMT-Paramedic Certification

PHTLS

PALS

AMLS

ACLS

Haz Mat Awareness Certification

Possession of a valid motor vehicle operator's license

Must be a minimum of 21 years of age

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the hazards and safety precautions involved in the work performed. Highly proficient at advanced emergency medical care and resuscitation techniques and their application. Knowledge of extrication and rescue. Knowledge of advanced medical practices.

PER DIEM EMT-PARAMEDIC

Ability: Ability to communicate clearly and concisely in writing and orally, and to speak on behalf of the department. Ability to work with little daily supervision. Ability to respond accurately and professionally during stressful and emergency situations. Aptitude for and attention to detail and accuracy; read, write, add, subtract, multiply and divide. Must understand and follow safety work rules and operating guidelines. Courage and emotional stability. Ability to apply standard emergency aid techniques to specific situations. Ability to follow proper methods, procedures and safety precautions of an EMT. Ability to perform arduous tasks requiring physical endurance and agility under adverse conditions.

Ability to establish and maintain effective working relationships with employees and the public. Ability to follow orders in a prompt, efficient and safe manner in accordance with department rules and regulations. Ability to communicate in writing and orally effectively with the public and to make safe and sound medical emergency decisions often under stressful conditions.

Skill: Skill in operating all EMS equipment and apparatus. Skilled in the use of all office equipment and all emergency tools, equipment and supplies. Skills in patient care and public relations. Skills in report writing, computer usage, driving, and two-way radio usage.

Proficient computer skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate to strenuous physical effort required in the performance of work at the scene of emergencies. Physical agility required to access all areas of emergency sites. During emergencies, may be required to talk, walk, run, stoop, kneel, crawl, bend, and reach with hands and arms. Employee is required to use hands to finger, handle or feel object, tools or controls. Ability to hear calls for help, groaning, listen for breath sounds, hear BP, etc.; good eye-sight for far vision, near vision, to operate a motor vehicle and to distinguish colors. Employee must be able to detect odors. Must possess excellent manual/finger dexterity to perform CPR, bandage patients, use air bag ventilators, etc. The position involves physically hazardous functions under emergency conditions. Must be able to lift/carry equipment or persons weighing more than 150 pounds; push; climb; stoop; kneel; crawl; and reach with hand and arms; ability to work in confined spaces. Performance of work also involves standing and walking for long periods of time. Wears protective equipment including helmet and structural firefighting gear. Performs strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of heat, cold or smoke. Required to detect odors and have temperature sensitivity. Ability to hear and talk. Physical ability to drive a car and ambulance.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)